

**For the attention of the teachers,
assessors, trainers and coordinators of the
Assessment and Quality Assurance
qualifications.**



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Qualifications Assessment and Quality assurance Qualifications

Level 3, 4,

Number 6317 & 6318

This news article contains important information about:

- 6317 TAQA user guide
- 6317 TAQA Focus Groups
- Questions of the month – [new](#) addition to this update!
- RPL and Exemptions and Remote Assessment

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INVESTOR IN PEOPLE



6317 Training Assessment. Quality Assurance

6317 TAQA User Guide

Many queries still arise from centres and prospective learners about the TAQA units and qualifications. In an effort to clarify the purpose, target audience and how the units appear in other qualifications, we are in the process of drafting a TAQA User Guide. Centres may find this useful when discussing the qualifications with prospective customers, during induction programmes for candidates and when introducing new staff.

The TAQA User Guide is now on the 6317 web pages, under the general tab.

TAQA Focus Groups Meetings.

A series of Focus Groups/Telephone interviews for centres related to the TAQA 6317 is planned in the coming months. You are invited to take part to provide feedback to City & Guilds about the future landscape for qualifications, CPD, and training and the challenges facing the sector in the next year or two. We are interested in starting a dialogue that will help shape what we offer in the future.

The events will include an opportunity to discuss issues related to the TAQA qualifications with peers and advisers.

Please see below the dates, venues & the joining instructions.

London 23 September 13.00 - 14.45pm.

Wakefield 17 October 10.30 - 13.00pm.

Bristol date to be confirmed.

If you would like to attend one of these focus groups or take part in a telephone interview please email Charmain.campbell@cityandguilds.com

6317 Questions of the month!

1, Do candidates have to complete the TAQA Unit 301 short answer questions under exam conditions?

The questions should be taken under supervised conditions as closed-book tests, unless specified otherwise. This means that all activities will be completed with the assessor, or other designated supervisor, present. Unless specified, there is no time limit set by City & Guilds and centres should base their timings on the time it takes a prepared candidate to complete the questions comfortably.

2, Can a centre deliver the TAQA qualifications with only one assessor and one IQA?

It is possible to run a TAQA centre with only an IQA and an assessor. It's not ideal as if one of the

people should become ill or leave the centre will then struggle. Also it does also depend on candidate numbers and assessor and IQA capacity of course. It would not be acceptable if there were only the two staff and 500 candidates..... Finally - there is only a small amount of standardisation possible in a two-person team but it is still acceptable.

3, If a learner presents with Unit 301 from TAQA, can they import this into the 6502 Level 3 Award in Education and Training?

Units 6317-301 and 6502-306 are exactly the same. The learner does not have to repeat the unit. As long as the learner is registered on the correct complex the centre can accept Unit 301 and claim the full qualification. No importing is required.

4, Some qualifications require "teaching groups" as part of the criteria. What constitutes a group?

Generally speaking a group with consists of 3 or more learners.

6317-42 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Unit 403

There will shortly be new guidance added to the qualification handbook for 6317 TAQA qualifications. It relates to 6317-42 unit 403 – ‘Plan, allocate and monitor work in own area of responsibility’.

We have found that some centres are experiencing difficulty in guiding candidates to gather appropriate evidence for the unit. It seems that on occasion, candidates have presented evidence of *leading the work of assessors* for unit 403 rather than evidence of *leading the work of other IQAs*.

Evidence of *leading the work of assessors* is valid for Unit 402 – i.e. those who carry out the routine IQA role.

The 6317-42 Certificate is designed for the small number of people who lead the overall internal quality assurance process in a centre. Such people would usually work in large centres because to complete the unit they must be *managing or coordinating the work of a team of other IQAs* rather than carrying out the IQA themselves.

The guidance outlines what is expected from the candidate when presenting evidence for the unit and is designed to clearly differentiate from the evidence required for unit 402

Please browse the 6317 web pages for the release of the revised Qualification Handbook.

Remote Assessment

City & Guilds is committed to ensuring that all professionals in teaching, training, assessment and quality assurance are able to use technology to its best effect. In TAQA for example our Unit 301 e-learning package can be used in a variety of ways but all speed up learning, reduce tutor and assessor time and travel - so reducing costs.

However there are specific issues with using technology for undertaking ‘remote assessment’ when

delivering the teaching, training and assessment qualifications.

Centres are already using a wide variety of technology options to carry out remote assessment. This might include for example, video clips or voice files in portfolios, e-portfolios, phone discussions etc.

However one area that regularly raises queries is whether it is acceptable to carry out observations (which may be conducted live and in real time but where the assessor is not in the same room as the candidate) via a webcam or using applications such as Skype.

This is a complex situation where certain factors apply to specific qualifications - so it is not possible to give a blanket approval to any particular suite. Therefore please remember that before embarking on any use of technology for remote assessment, centres should always confirm that it is acceptable with their individual Qualification Consultant.

Because of the nature and requirements of the teaching, training and assessment qualifications this is a complex area in general in the 'Learning' sector. City & Guilds are currently working on guidance about when it might be appropriate to use such technology – with particular reference to the 'Learning' qualifications.

Please browse the 6317 web page under the general tab for the release of the guidance on Remote Assessment.

RPL and Exemptions

Below is some guidance to support you in your advice and guidance to learners:

If a learner presents with a 2011 12 credit PTLLS qualification, they are exempt from the Level 3 Award in Education and Training and Unit 301 of the Level 4 Certificate in Education and Training.

If a learner presents with a 2007 6 credit PTLLS qualification, then the RPL policy can be applied. There are no exemptions. The rationale behind this is that the 2007 qualification had a different assessment strategy and the learning outcomes were different. However, in order not to discriminate against those with the earlier qualification, centres could use the RPL policy and map previous learning to the new learning outcomes and assessment criteria.

If a learner presents with a CTLLS qualification, there are no exemptions within the Level 5 Diploma in Education and Training, and no practice hours or observations can be carried forward. The rationale for this is that the 2007 and 2011 CTLLS qualifications did not require graded observations and are therefore not appropriate for the new Diploma.

Inaccurate information

When the TAQA qualifications were agreed and released in 2010 by the SSC (LLUK as it was at the time) it was agreed that there could be no exemptions or equivalences to the units. Only an SSC can make this type of decision.

It was also confirmed that if a person holds the requisite D or A & V units for their role then they are deemed already qualified and do not need to complete the TAQA qualifications.

It appears that some centres have misunderstood and been offering a service whereby if someone already holds D34 or V1 and wants to achieve the 6317-42 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, then they are accredited with prior achievement

of units 401 and 402. The centres are then assessing the candidates on unit 403 only to achieve the Certificate.

It is not possible – or necessary - to accredit any other units to the TAQA qualifications as there are no equivalences or exemptions allowed.

So if candidates do not hold the required assessor or IQA qualifications and need to achieve the TAQA qualifications they have to meet *all* the requirements (gather the evidence, complete the assignment, be observed, etc., etc.) for that TAQA unit/qualification and be successfully assessed and quality assured. *There are no other acceptable ways of achieving the TAQA units or qualifications.*

For further guidance please see the 6317 Qualification Handbook on

http://cdn.cityandguilds.com/ProductDocuments/Learning/Training_and_Development/6317/Centre_documents/6317_L3-L4_Qualification_handbook_v1-3.pdf and the City & Guilds RPL Policy document

<http://www.cityandguilds.com/~//media/Documents/ProvideTraining/Centre%20Document%20Library/Quality-Assurance-documents/rpl-policy-guidance-aug2013%20pdf.ashx>

TAQA – 6317 E-Learning programme

City & Guilds have created an engaging, interactive online learning programme covering all the content of Unit 301 of the Level 3, Framework Award in Understanding the Principles and Practice of Assessment. The e-learning programme covers the entire content of the one unit qualification which can lead onto the summative assessment, with a range of options, including an online test. The programme can be used for independent study or blended learning with taught sessions. Please note that the e-learning licence does not include the qualification registration fee.



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